

# SAFETY MESSAGE

Your Personal Safety is our #1 priority

## What A Federal Employee Should Do When Injured At Work

Compiled By USDA-APHIS-CCEP

- There are a variety of duties performed by our employees; each of which involves a range of safety concerns. Even with the utmost precaution, injuries are bound to occur. It is important for us to realize that even the simplest task could result in injury if we are not careful. Therefore it is essential that each and every one of us understands the process involved with reporting injuries at work.

### **Report to Supervisor:**

**Every** job-related injury should be reported as soon as possible to your supervisor. Injury also means any illness or disease that is caused or aggravated by employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

### **Obtain Medical Care:**

Before you obtain medical treatment, ask your supervisor to authorize medical treatment by use of form CA-16 (**Must be signed by supervisor and filed out within 48 Hours**). Authorization should be issued within 4 hours of request for treatment but no later than 5 working days. You may initially select the physician to provide necessary treatment (should be within a 25 mile radius of employee's work station or residence). Make sure physician accepts Workman's Compensation prior to treatment. Emergency medical treatment may be obtained without prior authorization. Take CA-16 and form OWCP-1500/HCFA-1500 to the provider you select. The form OWCP-1500/HCFA-1500 is the billing form physicians must use to submit bills to OWCP.

### **File Written Notice:**

In traumatic injuries, complete the employee's portion of Form CA-1 and Accident/Injury Investigation Form. Obtain the form from your employing agency or safety officer; Complete and turn it in to your supervisor **as soon as possible**, but no later than 30 days following the injury (dates of filing are very important and entire form must be completed in a timely manner). Even if the employee obtains no medical care and/or no time loss is charged, the supervisor should fill out CA-1 and Accident/Injury Investigation forms and forward the originals and copies appropriately. A copy should always be maintained in the Employee Medical Folder.

- All forms should be typed or written legibly.
- Original CA's must be forwarded to Regional Office ASAP.
- A Copy must be forwarded to CCEP Headquarters.

*\*\*\*Refer to Form CA-10 and supplemental instructions for complete details or consult with your Safety Officer.*